



Print FWP Proposal

Objective: To download proposals entered in FBS as **.rtf** or **.pdf** documents.

1. Log into **FMS**
2. Click **Field Budget Submission** → **Reports** → **Print FWP in Crystal**
3. Enter **Run Control ID** and click **Search** – *you can create your own Run Control ID to use. Add a new value if necessary.*

FWP Crystal Run Control

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ Search Criteria

Search by: Run Control ID begins with

☐ Case Sensitive

[Search](#) [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

4. Click **Clear** in the FWP Crystal Report Tab

FWP Crystal Report

Run Control ID: sm13 [Report Manager](#) [Process Monitor](#) [Run](#)

Proposal ID [Clear](#)

Short Name

From Seq Nbr To Seq Nbr

From Fiscal Year To Fiscal Year

From FBS Key To FBS Key

Division ID

Sub Division

Proposal Status

Primary PI

[Save](#) [Return to Search](#) [Add](#) [Update/Display](#)



5. Enter the **Proposal ID** that you want to print and click **Save**

FWP Crystal Report

Run Control ID: sm13 [Report Manager](#) [Process Monitor](#) [Run](#)

Proposal ID [Clear](#)

Short Name

From Seq Nbr To Seq Nbr

From Fiscal Year To Fiscal Year

From FBS Key To FBS Key

Division ID

Sub Division

Proposal Status

Primary PI

[Save](#) [Return to Search](#) [Add](#) [Update/Display](#)

6. After you click Save, the following fields should auto-populate. Then click **Run**

FWP Crystal Report

Run Control ID: sm13 [Report Manager](#) [Process Monitor](#) [Run](#)

Proposal ID [Clear](#)

Short Name

From Seq Nbr To Seq Nbr

From Fiscal Year To Fiscal Year

From FBS Key To FBS Key

Division ID

Sub Division

Proposal Status

Primary PI

You have ' 1 ' Proposal to Print.

[Save](#) [Return to Search](#) [Add](#) [Update/Display](#)

NOTE:

When the *From* and *To Seq Nbr* fields and the *From* and *To Fiscal Year* fields are not filled in exactly as shown, there are errors.

Make sure *From FBS Key* is 000000001 and *To FBS Key* is the largest available value.



- From drop down choose *Type: **Web** and choose *Format: **RTF** or **PDF**. (NOTE: Users have found that RTF files are better formatted than PDF but both options can be used.)

Process Scheduler Request

User ID: SMARNERIS Run Control ID: sm1327

Server Name: Run Date: 03/27/2014
Recurrence: Run Time: 11:35:34AM
Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	ZEFWRPT	ZEFWRPT	Crystal	Web	RTF	Distribution

- Click **OK**

- You may get this Message pop-up stating: "You have NO Proposal to Print..." Click **OK** and ignore this message

FWP Crystal Report

Run Control ID: sm1327 [Report Manager](#) [Process Monitor](#)

Process Instance: 3281647

Proposal ID: 447A
Short Name:
From Seq Nbr: 8 To Seq Nbr: 8
From Fiscal Year: To Fiscal Year: 4008
From FBS Key: 000000001 To FBS Key: 000010204
Division ID:
Sub Division:
Proposal Status:
Primary PI:
You have No Proposal to Print. Try out a different Combination.

Message

You have NO Proposal to Print

Try out a different combination of selection criteria

- Click **Process Monitor**



11. You may get this Message pop-up stating: "You have unsaved data..." Click **Cancel** and ignore this message

FWP Crystal Report

Run Control ID: sm1327 [Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 3281647

Proposal ID: 447A [Clear](#)

Short Name: [Search](#)

From Seq Nbr: 8 [Search](#) To Seq Nbr: 8 [Search](#)

From Fiscal Year: [Search](#) To Fiscal Year: 4008 [Search](#)

From FBS Key: 000000001 [Search](#) To FBS Key: 000010204 [Search](#)

Division ID: [Search](#)

Sub Division: [Search](#)

Proposal Status: [Search](#)

Primary PI: [Search](#)

You have No Proposal to Print. Try out a different Combination.

[Save](#) [Add](#) [Update/Display](#)

Save Warning

You have unsaved data on this page. Click OK to go back and save, or Cancel to continue.

[OK](#) [Cancel](#)

12. Click **Refresh** until Run Status is *Success* and Distribution Status is *Posted*
13. Click **Details**

[Process List](#) [Server List](#)

View Process Request For

User ID: [SMARNERIS](#) [Search](#) Type: [Last](#) [1](#) Days [Refresh](#)

Server: [Name](#) [Instance](#) to [Save On Refresh](#)

Run Status: [Distribution Status](#)

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Control ID	Run Status	Distribution Status	Details
<input type="checkbox"/>	3281647		Crystal	ZEFWRPT	SMARNERIS	03/27/2014 11:35:34AM PDT	sm1327	Success	Posted	Details
<input type="checkbox"/>	3281121		Crystal	ZEFWRPT	SMARNERIS	03/27/2014 8:32:29AM PDT	sm13	Success	Posted	Details
<input type="checkbox"/>	3281120		Crystal	ZEFWRPT	SMARNERIS	03/27/2014 8:31:29AM PDT	sm13	Success	Posted	Details
<input type="checkbox"/>	3281098		Crystal	ZEFWRPT	SMARNERIS	03/27/2014 8:29:56AM PDT	sm13	Success	Posted	Details
<input type="checkbox"/>	3280414		Crystal	ZEFWRPT	SMARNERIS	03/26/2014 3:48:54PM PDT	test	Success	Posted	Details
<input type="checkbox"/>	3280389		Crystal	ZEFWRPT	SMARNERIS	03/26/2014 3:40:25PM PDT	test	Success	Posted	Details
<input type="checkbox"/>	3280273		Crystal	ZEFWRPT	SMARNERIS	03/26/2014 3:13:03PM PDT	447b	Success	Posted	Details

[Go back to FWP Crystal Run Control](#)

[Save](#) [Notify](#)

[Process List](#) | [Server List](#)

14. Click **View Log Trace** and then click the file ending in **.RTF** or **.PDF**
15. Save file to your computer